



A Unit of Maharaja Education Trust (R) Mysore

MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

(Approved by AICTE New Delhi & Affiliated to VTU Belagavi)



UGCET CODE

E158

PGCET CODE

C446

Guidelines for Student's to Follow Standard Operating Procedure (SOP)

1. A 'Consent Letter' given by the parents to send their ward to college for attending classes duly signed in the prescribed format should be submitted to the respective HOD before attending the offline classes.
2. Negative Test Report of RTPCR test for Covid-19, done before 3 days of attending classes, is to be submitted to HOD by each student who wish to attend offline classes.
3. Students who develop fever, cough and/or cold after submitting the Negative RTPCR Test Report should abstain from attending the classes.
4. Wearing of Face Mask, sanitizing hands and maintaining physical distance always is mandatory in the college premises.
5. Undergo thermo-gun check and sanitize hands in the counter before entering the Classroom.

6. After entering the block proceed towards the allotted Classroom and be seated on the desk maintaining physical distance.
7. Do not crowd or gather in large numbers in the corridors, common rooms, walking pathways etc.
8. Avoid using Elevators. Avoid unnecessarily coming in contact with staircase railings, doors, door handles, walls etc.
9. Carry your own water bottles and hand sanitizers.
10. As there will be no canteen facility, carry lunch box, if required.
11. College library would not be open. Cultural and NSS activities or any activity involving a group of students will not be conducted on campus.
12. 'Arogya Setu ' App should be installed in your mobile phone and should be in Active status.
13. Do not share anything with other students such as water bottle, hand sanitizer, calculators, pen, drawing instruments etc.
14. Any changes in your health condition report to Faculty/HOD immediately.

**Always wear Face Mask, keep sanitizing your hands and maintain Physical
Distancing at all times.**



Visvesvaraya Technological University

"Jnana Sangama" Belagavi-590018, Karnataka State, India

Dr. A. S. Deshpande B.E., M.Tech., Ph.D.
Registrar

Phone: (0831) 2498100

Fax: (0831) 2405467

Ref: VTU/Aca/A-9/2019-20/ **4316**

Dated: **8 DEC 2020**

CIRCULAR

Subject: Conduction of Students' Induction Programme for 1st-semester students of the academic year 2020-21 regarding...

Reference:

1. VTU/BGM/SO2/2020-21/4162, dated 04.12.2020.
2. AICTE/AB/Academic-Calendar/2020-21, dated 13.08.2020 (Annexure-I point no. 05).

In view of the emerging situation related to the COVID-19 pandemic in India, 21 days continuous students Induction Programmes for 1st-semester students has been reduced to **one week** by the AICTE vide its circular mentioned at reference no.02. It is hereby informed to cover the following topics in ONLINE mode during the Students' Induction programme-

1. Universal Human Values
2. Physical Health and related activities
3. Familiarization of Department / Branch and Innovation
4. Visit- local area
5. Lecture by Eminent Persons
6. Language Proficiency Modules
7. Literature
8. Creative Practices
9. Extracurricular activities
10. Awareness of COVID-19 and SOP to be followed.

You are hereby directed to bring the same to the notice of all concerned and follow them scrupulously.

Sd/-
REGISTRAR

To,

1. The Principals of all Non-Autonomous/Constituent /Autonomous Engineering Colleges and all Schools of Architecture under the ambit of VTU Belagavi.
2. The Chairpersons of all Departments, Centres for PG Studies in Belagavi, Kalaburgi, Muddenahalli, and Mysore.

Copy to.

1. To the Hon'ble Vice-Chancellor through the secretary to VC, VTU Belagavi for information
2. The Registrar (Evaluation), VTU Belagavi for information.
3. The Regional Directors (I/c) of all the regional offices of VTU for circulation.
4. The Special Officer CNC VTU Belagavi for uploading on VTU website
5. PS to Registrar VTU Belagavi
6. All the concerned Special Officer/s and Caseworker/s of the academic section, VTU, Belagavi

08.12.2020.
REGISTRAR



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

Prof. A. S. Deshpande B.E., M.Tech., Ph.D

REGISTRAR

Ref:VTU/PS/2019-20/10698

Date : 2 MAY 2020

To,
All the Principals/Directors of Constituent, Affiliated
and Autonomous Engineering colleges, Schools of Arch.
and Chairpersons of PG Depts. under VTU

Sub: Points to be noted by the institutes during COVID Lockdown 3.0 period.
Ref: 1.Guidelines received from UGC D.O. No. F.1-1/2020 - (Secy)dated:29-04-2020.
2. MHA order No.40-3/2020/-DM-ICA dated: 01-05-2020.
3. Directions from GoK No. RD158 DNR 2020 dated: 02-05-2020.
4. Approval from Hon'ble Vice Chancellor dated: 02-05-2020.

As per the directions of Hon'ble Vice Chancellor and above references, following points are being brought to the attention of all the Principals/Directors of Constituent, Affiliated and Autonomous Engineering colleges, Schools of Arch. and Chair persons of PG Depts. under VTU.

1. All the Principals/ Directors, Deans, HoDs / Chairpersons, 1/3rd of the Teaching staff and 1/3rd of the non-teaching staff (by rotation) will have to report back to the institute and start functioning with effect from 4th May 2020 by following standard operating protocol (SOP) issued by MoHFW. In case of exigencies, the Institutes should take appropriate decision in this regard. Colleges should arrange for the duty passes from the Govt. authorities (if required).
2. The teaching staff are required to review the online sessions done so far and also, required to continue the same up to 31st May.
3. Faculty must maintain a substantive contact with students. Even after posting the lecture material online, faculty members need to maintain communication with the students and discuss course material with them on a regular basis.
4. They should attempt to reach 100% of the students through various online or tele-modes.
5. Demo videos of lab (Recorded visuals of laboratory experiments) Sessions be prepared and uploaded to the college website for the students, so that they could be prepared for practical examinations. Also, a library of e-content and lecture resources (notes) make available on college website, for each Semester, course wise.
6. Colleges must collect and maintain the stay and travel history of all the employees during the COVID-19 Lockdown period (from 23rd March to 3rd May).

7. The Academic and Examination calendar will be released shortly by the university, based on UGC guidelines and Directions from Govt. of Karnataka.
8. Final year project work, involving lab. Investigations / field work/ fabrication work etc., may be finalized on the basis of secondary data, design details etc. The institutes are advised to evaluate the Internal marks of the final year project using Skype or other meeting applications. The students may be advised to keep the soft copy of the report ready.
9. The colleges are required to follow all the precautionary measures to ensure safe and proper social distancing in the campuses and preventive measures to curb the spread of Covid-19.

Additional precautions to be followed are as under.

- All the teaching and non-teaching staff should wear the masks compulsorily (face cover) during working hours and during travel from home to office and back.
 - Before entering into the college and office premises, everyone should be checked for the body temperature using an infrared thermometer.
 - Hand sanitizers should also be kept in the laboratories, staff rooms and office room.
 - Plan to spray the offices and the classrooms with safe chemical disinfectants/fumigation.
 - Colleges shall arrange for general health checkup of all the faculty and staff.
 - Persons above 65 years of age, persons with co-morbidities, pregnant women shall work from home except for meeting essential requirements.
10. Colleges are directed to instruct the teachers about the classroom interventions followed by examinations when the students are back to the campus. Tentatively, classroom sessions followed by examinations would commence from 1st June 2020.

Above all points must be compulsorily followed by the Constituent, Affiliated, Autonomous Engineering colleges, Schools of Arch. and PG Depts. under VTU. MHA order (Ref.2) is enclosed herewith for strict adherence.


02.05.2020.
REGISTRAR

Copy for information to :

1. The Hon'ble Vice-Chancellor through his Secretary, VTU, Belagavi.
2. The Registrar (Evaluation), VTU, Belagavi.
3. The Regional Director (I/c), VTU's Regional Office, Belagavi, Bengaluru, Mysuru and Kalaburagi.
4. All the Chair persons / program coordinators of respective departments of VTU's Centre for Post Graduate Studies.



Visvesvaraya Technological University

"Jnana Sangama", Belgaum - 590 018, Karnataka State.

Employee TRAVEL and STAY History

A: Personal Details

Sl. No.	Particulars	Information to be furnished
	Name of the Employee	
	Designation	
	Department	
	College /Place	
	Gender	Male / Female
	Age (in years)	
	Aadhaar Card No.	<input type="text"/>
	Mobile No.	<input type="text"/>
	Permanent Address	
	Present Address (if it differs from above)	
	Health History (Blood Pressure / diabetic / Heart related or any other diseases)	
	Family Members details	

B. Travel / Stay History

From 01-01-2020 to till date

1	Travel in India				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at (address)
	1.				
	2.				
	3.				
2	Travel Abroad (Please Specify Passport No. _____)				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at stay at (address)
	1.				
	2.				
	3.				
3	Any Medical issues during above travel period: Yes / No				
	If Yes, Please Specify				
4	Have you quarantined (home / institute) during above period: Yes / No				
	If Yes, Please Specify the reasons & Period of Quarantine : From.....To.....				

Name and Signature of the applicant with date



Visvesvaraya Technological University

"Jnana Sangama", Belgaum - 590 018, Karnataka State.

Student TRAVEL and STAY History

A: Student Personal Details

Sl. No.	Particulars	Information to be furnished
	Name of the Student	
	Student USN No.	
	Department	
	College /Place	
	Gender	Male / Female
	Age (in years)	
	Aadhaar Card No.	<input type="text"/>
	Mobile No.	<input type="text"/>
	Permanent Address	
	Present Address (if it differs from above)	
	Health History (to be supported by medical certificate)	
	Family Members details	

B. Travel / Stay History

From 01-01-2020 to till date

1	Travel in India				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at (address)
	1.				
	2.				
	3.				
2	Travel Abroad (Please Specify Passport No. _____)				
	Place of Visit	From (date)	To (date)	Purpose of Visit	stay at (address)
	1.				
	2.				
	3.				
3	Any Medical issues during above travel period: Yes / No				
	If Yes, Please Specify				
4	Have you quarantined (home / Hospital) during above period: Yes / No				
	If Yes, Please Specify the reasons & Period of Quarantine : From.....To.....				

Name and Signature of the student with date



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

"Jnana Sangama", Belagavi - 590 018, Karnataka State, INDIA

Phone : (0831) 2405468
Fax : (0831) 2405467
Email : registrar@vtu.ac.in
website : www.vtu.ac.in

Prof. A. S. Deshpande B.E., M.Tech., Ph.D.
Registrar

Ref : VTU/PS/2020-21/ 1188

Date : 10 JUL 2020

To,

All the Principals / Directors of affiliated,
Constituent and Autonomous colleges
and Schools of Architecture under VTU.

Dear Sir/Madam,

Subject: Conduct of Final Sem. examinations and Standard Operating Procedure (SOP).

Ref: 1) UGC letter D.O. No.F.1.1/2020 (SECY) dated: 06-07-2020.

2) UGC letter D.O. No.F.1.1/2020 (SECY) dated: 08-07-2020.

3) F. No. AICTE/AB/Academic Calendar/2020-21 dated: 07-07-2020.

4) Government of Karnataka Order No. ED/197/UNE/2020 dated: 10-07-2020.

5) Approval from Hon'ble Vice Chancellor dated: 10-07-2020

As per the directions of Hon'ble Vice Chancellor and the guidelines received from University Grants Commission (UGC), it is proposed to conduct examinations for final semester students of both Undergraduate (UG) and Post graduate (PG) programmes as per the following schedule.

- Examination preparatory classes for the students of : 1st August to 14th August 2020. final semester (UG and PG) (optional and could be offered only to the students who desire). Classes shall be conducted strictly following SOP guidelines issued.
- Examinations for final semester students (UG and PG) : 17th August 2020 onwards.

A detailed Examination time table in this regard will be issued by the Registrar (Evaluation) shortly.

Additional details about other Academic matters will be informed later.

All the institutes are hereby informed to be ready for the examination preparatory classes and the conduct of examinations.

It is mandatory for the institutions to follow all the precautions and directions as per the Standard Operating Procedure (SOP) issued by University Grants Commission (UGC) and Ministry of Human Resource Development (MHRD) as per the above reference (enclosed).

10.7.2020
Registrar

Copy to:

- 1) The Hon'ble Vice Chancellor, VTU, Belagavi, through his Secretary, for information.
- 2) The Registrar (Evaluation), VTU, Belagavi, for information and necessary action.



ज्ञान-विज्ञान विमुक्तये

प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफर मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph : 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

D.O.No.F.1-1/2020 (Secy)

8th July 2020

Standard Operating Procedure (SOP) for Conduct of Examinations

Respected Madam/Sir,

The University Grants Commission (UGC) vide letter dated 6th July, 2020 has issued '**UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic**'. As per the letter the Universities have been asked to complete the conduct of Terminal Semester(s)/ Final Year examinations by the end of 30th September, 2020.

In addition, the Ministry of Human Resource Development, Government of India vide Office Memorandum F.No.16-16/2020-UIA, dated 6th July, 2020 has issued instructions for conduct of examinations wherein the MHRD has formulated detailed SOP for conduct of examinations with measures to be taken in view of COVID-19 situation, duly vetted by the Ministry of Health and Family welfare. A copy of the above mentioned Office Memorandum along with detailed SOP for Conduct of Examinations (**Annexure-I**) and UGC Revised Guidelines (**Annexure-II**) are enclosed for necessary action.

Looking forward for your kind cooperation.

With kind regards,

Encl.: As above.

Yours sincerely,

(Rajnish Jain)

To

1. The Vice Chancellors of all Universities
2. The Principals of all Colleges

Copy for kind information to:

1. The Principal Secretary/Secretary to the Governors of all States/Lt. Governors of all Union Territories.
2. The Principal Secretary/Secretary, Department of Higher Education, all State Governments/Union Territories

(Rajnish Jain)

F. No. 16-16/2020-U1A
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi
Date the 6th July, 2020

OFFICE MEMORANDUM

Subject: Instructions for conduct of examination –regarding.

A large number of examinations of the Universities, IIT-JEE (Mains & Advance), NEET etc are scheduled to be held in the coming months. In order to ensure safety of the examinees, as also their academic interest, the following action may be taken.

1. Final Term Examinations should be compulsorily conducted as per UGC Guidelines on Examinations and Academic Calendar for the Universities dated 29.04.2020 which have been again resolved today i.e. 06th July, 2020.
2. All examination may be conducted by 30th September, 2020.
3. Taking into consideration the academic interest of large number of students, MHA has agreed to the request of MHRD and granted exemption for the opening of educational institutions for the purpose of holding examinations/ evaluation work for Final Term Examinations of the Universities/ Institutions.
4. MHRD has formulated detailed SOP for conduct of examinations with precautions to be taken in view of COVID – 19 situation. This has been vetted by the Ministry of Health and Family Welfare. A copy of the same is enclosed to ensure safety of all.
5. Previous instructions regarding "Work From Home" sent vide letter dated 30.06.2020 will not apply to the officers, faculty and non-Teaching Staff who are involved in Examination/Evaluation/Admission work.

V. Sagar
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Encls: As above.

To

1. Prof. D. P. Singh, the Chairman, University Grants Commission, New Delhi.
2. Prof. Anil D. Sahasrabudhe, the Chairman, AICTE, New Delhi.
3. Shri Vineet Joshi, Director General, NTA, Noida, (UP).

Copy to: The Chief Secretaries/Secretary(Education) of States/UTs.

CC:

1. Shri Ajay Kumar Bhalla, Home Secretary, North Block, New Delhi.
2. Ms. Preeti Sudan, Secretary, M/o Health and Family Welfare, Nirman Bhawan, New Delhi.
3. PS to HRM.

V. Sagar
6/7/2020

(Vidya Sagar Rai)

Under Secretary to the Govt. of India

Guidelines for Conduct of Examinations

Background

Universities and other educational institutions across the country have been closed since 16th March, 2020, as one of the measures to contain the COVID-19 outbreak. In April, 2020, the University Grants Commission (UGC), has issued "*Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown*". In these guidelines it was proposed to hold the examination from July, 2020 onwards. The Guidelines provided various options for conduct of examinations to be decided finally by the University.

Presently, several universities have already conducted/planned the examinations in online/offline (pen & paper)/ blended (online + offline) mode.

Top ranking universities of the world have opted for the final exams to be done remotely. Like Princeton and MIT (USA); University of Cambridge, Imperial College of London (UK); University of Toronto and McMaster (Canada); University of Heidelberg (Germany); and University of Hong Kong have resorted to the online technology based mode of examinations. International universities like National University of Singapore, University of Adelaide of Australia, Oxford University for Final Semester have scheduled their exams in take home format. Alternative form of assessment like Open Book, Term Paper, Continuous Assessment, Presentations, Assignments, time-limited exams have been preferred as a substitute for exam in select countries of Asia and Europe.

Rationale

In order to safeguard the larger interests of students related to their academic and career progression, particularly those who are in their terminal semester/final year, the institutions are required to chart out a plan for conduct of examinations in online/offline (pen & paper)/ blended (online + offline) mode, after making a comprehensive assessment of their level of preparedness, residential status of the students, status of COVID-19 pandemic spread in different region/ state and all other such factors, to deal with any sort of exigency. The performance in examinations brings in scholarships and awards and translates into better job placement. This would not only give them more confidence and satisfaction, but also ensure merit and lifelong credibility.

Some Concerns

The higher educational institutions should address the following concerns:

1. The implementation of instructions and directives regarding safety and health issues by the central and state government departments.
2. Uncertainty among students regarding modes of teaching learning, completion of courses, examinations, evaluation, declaration of result, academic calendar, admissions, opening of institutions, etc.

3. Anxiety and stress developed during lockdown period and fear of COVID-19 after opening of campuses.
4. Safety measures including sanitisation of premises, thermal screening, ensuring physical distancing, mask wearing, hand washing etc.
5. Preparation for risk assessment and subsequent actions which varies - whether the Institution is fully residential, partially residential or non-residential. The higher risk and bigger challenge is faced by non-residential institutions where the students will leave daily and come back next day.
6. Besides students, the risk of serious illness due to COVID-19 is faced by the faculty, counsellors, and other technical and non-teaching staff who face the students regularly.

Standard Operating Procedure for conduct of Examinations

1. The instructions, guidelines and orders issued by the central and state governments concerning the opening of educational institutions and safety and health should be abided by the universities and colleges. However, they may develop more stricter provisions and guidelines, if they find it necessary.
2. In case there is a restriction on movements in certain areas, admit/ identity cards issued to the students should be treated as a pass for the movement of students. State Governments should issue instructions to all local authorities to issue movement passes to invigilators and all personnel engaged in the conduct of examination.
3. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
4. Fresh mask and gloves to be used by exam functionaries after staff verification is done.
5. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/observer room, etc. and should be replenished regularly.
6. All liquid handwash bottles should be replenished in restrooms and entry gate whenever required
7. Candidate Seating Area should be thoroughly sanitized (desk and the chair) after every session.
8. All the washrooms should be cleaned and disinfected.
9. All door handles, staircase railing, lift buttons, etc. should be disinfected.
10. Wheelchairs, if present at the examination centres, should be disinfected.
11. All the trash bins should be cleaned.
12. Staff verification and self-declaration as suggested below must be done as soon as they report at the Centre
 - a. Exam functionary must submit self-declaration about health status.
 - b. Thermo gun temperature check must be done at staff entrance point
 - c. If any Examination functionary fails to meet the self-declaration criteria, or thermo gun check, he/she will be asked to leave the examination centre immediately
 - d. Exam functionary needs to wear the mask and gloves at all time
13. Cleanliness and hygienic conditions as per safety and health advisories of the concerned government departments are to be maintained at all places.
14. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.

15. Downloading of 'Arogya Setu' App may be advised for every staff and student of the university and college.
16. Adequate arrangements of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever possible, students should be given fresh face masks by the Invigilators in the examination room itself.
17. Avoid crowding at entry and exit points.
18. Opening all the gates, of entry and exit, in case HEIs have more than one gate.
19. Senior staff should monitor the entry and exit. There should be proper markings with at least 2 meter distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one only.
20. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. be ensured.
21. The Invigilators, while on duty, should be continuously wearing mask, and proper hand gloves.
22. The students should be asked to sanitize their hands before and after signing the Attendance Sheet.
23. Students having symptoms of fever, cough and cold should be either made to sit in a separate room or given a chance to appear on another day.
24. Hand washing stations with facilities of liquid soap should be made available so that every student can wash her/his hand frequently.
25. Keeping in view the physical distancing, institutions should have adequate room capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 meters. Sample seating plan is annexed.
26. Adequate arrangements for safe drinking water be made on the campus.
27. Adequate supply of water in toilets and for hand washing be ensured.
28. Dustbins must be cleaned and covered properly.
29. Proper sanitization of buses, other transport and official and vehicles of the institution.
30. At the end of the day-
 - a. Used gloves and masks should be disposed only in a pedal push covered bin at the Examination Centre and outside the examination room/hall ;
 - b. Safely dispose off all used masks and gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and as per standard guidelines issued by health authority
31. Maintain record of all exam functionaries
 - a. Record of all exam functionaries will be maintained in the system for future reference and traceability.
 - b. Invigilator records are maintained in the system through staff verification processes.

Name and number of other staff such as Housekeeping, Security Guards, etc will be maintained.

SAMPLE SEATING PLAN

Col.1	Col.2	Col.3	Col.4
Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.	Candidate's Roll No.
1	4	7	10
Empty	Empty	Empty	Empty
2	5	8	11
Empty	Empty	Empty	Empty
3	6	9	12
Empty	Empty	Empty	Empty



UNIVERSITY GRANTS COMMISSION

UGC Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic

Introduction

The University Grants Commission (UGC) has issued Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown on 29th April, 2020. In these Guidelines it was proposed to conduct the examinations in July 2020. The said Expert Committee was requested to revisit the Guidelines for Examinations and Academic Calendar as the number of COVID cases are still rising and likely to increase further. The Report of the Expert Committee was considered and approved by the Commission in its emergent meeting held on 6th July 2020.

In continuation to earlier Guidelines issued on 29.04.2020 and based on the Report of the Expert Committee, the following *Revised Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic* were also approved by the Commission in its emergent meeting held on 6th July 2020:

GUIDELINES

In view of the emerging situation related to COVID-19 pandemic in India, it is important to safeguard the principles of health, safety, fair and equal opportunity for students. At the same time, it is very crucial to ensure academic credibility, career opportunities and future progress of students globally. Academic evaluation of students is very important milestone in any education system. The performance in examinations gives confidence and satisfaction to the students and is a reflection of competence, performance and credibility that is necessary for global acceptability.

1. Mode of Terminal Semester/ Final Year Examinations (2019-20)

The universities are required to complete the examinations by the end of **September, 2020** in offline (pen & paper)/ online/ blended (online + offline) mode following the prescribed protocols/ guidelines related to COVID-19 pandemic.

2. Provision of Examination through Special Chance

In case a student of terminal semester/ final year is unable to appear in the examination conducted by the University for whatsoever the reason(s) may be, he/she may be given opportunity to appear in special examinations for such course(s)/ paper(s), which may be conducted by the university as and when feasible, so that the student is not put to any inconvenience/ disadvantage. The above provision shall be applicable only for the current academic session 2019-20 as a one-time measure.

3. Backlog of Papers in Respect of Terminal Semester(s)/ Final Year Students

The students of terminal semester/ final year students having backlog should compulsorily be evaluated by conducting examinations in offline (pen & paper)/ online/ blended (online + offline) mode as per feasibility and suitability.

4. The guidelines regarding intermediate semester/ year examinations will remain unchanged as notified on 29th April, 2020.
5. The relevant details, if need be, pertaining to the Admissions and Academic Calendar in the universities and colleges shall be issued separately in place of those mentioned in the earlier guidelines issued on 29th April, 2020.
6. Notwithstanding the above guidelines regarding conduct of examination and commencement of next academic session, every university/ institution has to ensure that it is prepared in all respects to carry out the academic activities following necessary protocols/guidelines/directions/advisories issued by the Central/State Governments and MHRD/ UGC from time to time, in view of COVID-19.



Phone : 011-26131576 - 78, 80
Website : www.aicte-india.org



अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

मानव संसाधन विकास मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Human Resource Development, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F.No.: AICTE/AB/Academic Calendar/2020-21

Dated: 07/07/2020

To
All AICTE Approved Institutes / Universities

Sub: Revised Academic Calendar for A/Y 2020-21 – regarding.

As we all are aware, our country is going through a National Emergency that has arisen due to the outbreak of COVID-19.

UGC has issued revised guidelines on examination and academic calendar for all Universities, in view of the COVID-19 on 06/07/2020. All the AICTE approved institutions / universities are requested to follow UGC Revised Guidelines on Examination.


Accordingly, Council has issued revised Academic Calendar for 2020-21 for Technical Institutions. (copy attached)

The classes may be started in online / offline (class room) or blended mode (online + offline) following the prescribed protocols / guidelines related to COVID-19.

The academic calendar may further change subject to the condition existing due to COVID-19 pandemic and guidelines issued by Ministry of Health, Home and Human Resource Development.

Institutions who have already started classes as per earlier AICTE calendar, either postpone the classes or conduct special classes for the students who would be required to appear in final year examination of their Graduation / Diploma.

The Revised Academic Calendar for A/Y 2020-21 is available on www.aicte-india.org.


7.7.2020

(Prof. Rajive Kumar)
Member Secretary, AICTE

Copy to-

1. Secretary, MHRD (HE)
2. PS to Hon'ble HRM



सूचना का
अधिकार



All India Council for Technical Education अखिल भारतीय तकनीकी शिक्षा परिषद्

REVISED ACADEMIC CALENDAR

S.No	Event	As Per APH 2020-21	Revised Calendar
1.	Last date to grant approval to Technical Institution	30 th April of the Calendar Year	30 th June of the Calendar Year
2.	Grant of affiliation by University/ Board	15 th May of the Calendar Year	15 th August 2020
3.	Completion of First round of counselling/ admission for allotment of seats	On or before 30 th June of the Calendar Year	5 th October 2020
4.	Completion of Second round of counselling/ admission for allotment of seats	On or before 10 th July of the Calendar Year	15 th October 2020
5.	Last date up to which students can be admitted against vacancies	15 th August of the Calendar Year	20 th October 2020
6.	Commencement of classes for existing students of technical courses except PGDM/PGCM	-	17 th August, 2020
7.	Commencement of the classes including Lateral Entry to Second Year Courses for newly admitted students	1 st August of the Calendar Year	15 th October, 2020.
8.	Technical Institutions conducting PGDM/PGCM Courses shall not initiate the admission before	1 st April of the Calendar Year	1 st April 2020
9.	Commencement of classes for existing students PGDM/PGCM	---	15 th July 2020
10.	Last date for cancellation of seats of PGDM/PGCM with full refund	30 th June of the Calendar year	10 th August 2020
11.	Admission ending date of PGDM/ PGCM Courses	30 th June every year	17 th August 2020
12.	The academic session for the PGDM/ PGCM Courses for newly admitted students.	1 st July of the Current Calendar Year to 30 th June of the next Calendar Year	10 th August 2020
13.	Last date upto which students can be admitted in Open and Distance Learning Courses	15 th August and 15 th February of the Calendar Year for the July and January Session respectively	30 th August 2020 and 28 th February 2021 in two sessions respectively.

Note:

1. All the AICTE approved institutions/Universities are requested to follow UGC Revised Guidelines on Examinations issued on 06/07/2020 in view of COVID-19 Pandemic.
2. The classes may be started in online/ offline (class room) or blended mode (online + offline) following the prescribed protocols/ guidelines related to COVID-19 pandemic.
3. The academic calendar may further change subject to the conditions existing due to COVID-19 pandemic and guidelines issued by Ministries of Health, Home and Human Resource Development.
4. Institutions who have already started classes as per earlier AICTE calendar, either postpone the classes or conduct special classes for the students who would be required to appear in final year examination of their Graduation/ Diploma.

MITM / Principal / 2020 / 161

22 July, 2020, Wednesday

Circular to Students

In accordance with the guidelines laid down by the VTU through its circular # VTU/PS/2020-21/1188 and subsequent meeting of Principals with the honourable VC, it is decided to conduct classes for the students of final year in the premises of the college. The college has further regulated the following rules for the conduct of the students during those classes as below.

1. The classes shall be held from 3rd Aug to 14th Aug, with a total of 70 – 75 contact hours.
2. Students shall compulsorily wear face mask and maintain social distancing.
3. Students have to pass through the disinfectant tunnel before entering any blocks in the college.
4. Though the sanitizer is made available at the entrance, students are advised to bring their personal sanitizers.
5. The mentors shall call their respective mentees/ parents shortly. Based on the confirmation given by the students to their respective mentors about their attendance to college, seating arrangements will be made and no students are allowed without prior intimation to the mentor.
6. The stationary stores and canteen facility will be made available. However the canteen will be operational only for the number of students who shall inform their mentors.
7. Bus facility from GSI Mysore to MITM and from Mandya to MITM can be arranged. If the students wish to travel by the college's transport service, the same has to be informed to mentors in advance.
8. While in the campus, students are not allowed to come out of the class unnecessarily and roam around and as well not allowed to violate the seating arrangements in the class.
9. The attendance to these classes is not mandatory and the students can choose to stay home and continue to learn through online modes. However, the institution is of the opinion that the students shall be better prepared to face the examinations if they attend these class room activities.

A handwritten signature in green ink, followed by the word 'Principal' printed below it.

MITM / Principal / 2020 / 162

22 July, 2020, Wednesday

Circular to Staff

In accordance with the guidelines laid down by the VTU through its circular # VTU/PS/2020-21/1188 and subsequent meeting of Principals with the honourable VC, it is decided to conduct classes for the students of final year in the premises of the college. The college has further formulated a few regulations for the conduct of the students during those classes through college's circular # MITM / Principal / 2020 / 161. All the staff are informed to go through the same for clarity.

The below points are for the needful action of the Heads and staff of the college.

1. The mentors for the students of final year have to call the parents of their mentees and inform them about the proposed classes to be held at the college. Also inform them about the preventive measures that are taken at the institute to ensure safety of their wards.
2. Ascertain whether they are willing to send their wards to the classes or not. If they are willing, ask whether they require the college's transport and canteen facilities.
3. Fill in all the details to the Google sheet, the link to which shall be shared in college's official whatsapp group. Fill in the details even if the response is not to send the students. The whole exercise shall be completed latest by 04.00 PM on 25.07.2020, Saturday.
4. The heads of the departments must check and ensure that the list do not exclude any students of the final year.
5. Without the consent of the mentors, do not allow any students into the campus.
6. Based on the data filled in these sheets, the heads of the departments must facilitate the preparation of seating arrangements, not exceeding 16 – 20 students per class room, and display the same in the notice boards and class rooms. Also, facilitate for a proper and effective time table and circulate the same amongst the students.
7. The faculty assigned to take classes shall do so and the unassigned faculty shall take care of the discipline of students and adherence to the regulations laid by the university and the college.
8. The attendance shall be taken during each class.
9. All the staff may be informed to report back to duty on 29.07.2020, Wednesday at 08.30 AM. The working hours will be from 08.30 AM to 04.00 PM. One bus from GSI Mysore and one bus from Mandya are arranged for the staff.
10. However, the heads of all the departments shall resume their office from 27.07.2020, Monday, at 08.30 AM to discuss with the Principal & Management and plan for the execution of the guidelines given by the university.
11. Also, depute the attending staff of your respective departments to work from 27.07.2020, Monday, at 08.30 AM, who shall assist the support staff in cleaning the college premises.
12. All the safety measures such as wearing the face mask, sanitizing self and maintaining proper social distancing is mandatory to all.


Principal

Copy to: 1. Dean (Research), 2. Dean (Administration).

CSE	CV	ECE	ISE	ME	MBA	MCA
PHY	CHEM	MATHS	ENG	LIB	EXAM	NSS
KAN	Placement	Accounts	Office	Reg./PRO		

MITM / Principal / 2020 / 186

20 August, 2020, Thursday

Circular to Students Appearing for University Exams of Aug -Sep 2020

General Guidelines

I. Before the Exam

1. Inform your mentors if you are tested positive for COVID-19 or you are advised to be in quarantine by the health officials, at least one day prior to the exam.
2. Inform the mentors if you are having symptoms of fever, cough and / or cold, in advance.

II. On the Days of Exam

1. Students must report to college 1 hour 30 minutes before start of examination.
2. Compulsory wear the college uniform and ID card and have with you the following to be allowed inside the college:
 - a. Fresh face mask,
 - b. Hand gloves,
 - c. Water bottle (regular practice of supplying water in the exam hall is banned),
 - d. Hand sanitizer,
 - e. Stationary & Calculator, (Sharing of a to e is strictly prohibited)
 - f. Hall ticket.
3. Students travelling by private vehicles must park their vehicles in the sports ground opposite PG block and the students travelling by college bus will be de-boarded in front of the PG block.
4. Students must then enter the premises of the college maintaining proper social distancing and report to the respective department registration counters in front of the new workshop building.
5. Students will have to stand in the square spaces marked while getting checked for body temperature by the staff. They will have to be patient enough to stand in the queue and cooperate in recording the temperature in the slots provided.
6. After the registration, students will be provided with the allotted room numbers and they will have to occupy their seats right away. They will not be allowed to roam around the campus or sit anywhere else in the campus. They

must avoid gathering in a crowd and behave responsibly, while they will be monitored by the faculty of respective departments.

7. Students can make use of their allotted class rooms for their preparations and shall keep all their belongings out when asked to do so by the invigilator.
8. Students are advised to sanitize their hands after signing the attendance sheet.
9. After the completion of exam, students have to exit from the college immediately maintaining the social distancing norms. Students shall control their anxiety of meeting the friends after a long time and strictly abide by the regulations.
10. Students can write the exam confidently as college has taken all the necessary steps to sanitize the exam halls and buses prior to, during and after the examinations.

A handwritten signature in green ink, appearing to read 'G. Srinivas', is written over the printed word 'Principal'.

Principal

MITM / Principal / 2020 / 187

20 August, 2020, Thursday

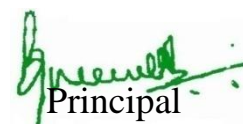
Circular to Staff

As the university has clearly mentioned that the conduction of final year examination is a challenge and it has to be a model in this times of pandemic, the following points are for the needful action of the heads and staff of MITM during the scheduled examinations on 25th, 26th & 27th of August, 2020.

1. "COVID-19 SOP Implementation Task Force" is formed and heads of all the departments and sections are part of it, with the Principal being in charge of the force. The entire staff of MITM are members of this task force.
2. The faculty having invigilation duty must report to the chief superintendent / exam section 1 hour 30 minutes prior to the start of exam. Collect the hand gloves and sanitizer and then reach the allotted rooms.
3. The rest of the faculty must be in the corridors or in the deputed zones by the respective heads in order to ensure adherence to the SOP by the students. The faculty of Basic Science, MCA, Humanities, Placement, System Admin, and PED will have to monitor the entry and exit of the students to the college premises from the PG Block as they will not have assigned students appearing for the exams.
4. The list of students appearing for the exam (mailed to all the HoDs) shall be altered to have the slots for recording the temperature and taking signature of the students. This list shall be handed over to the registration team prior to every exam. Separate set for all the three days must be prepared and it shall be maintained in the departments for future reference.
5. The HoDs must allocate a registration team to be sitting at the help desk in front of the new workshop building. The registration team of 4

members must comprise of a senior faculty, instructor, DEO and an attending staff.

6. The registration team must collect the room allotment list from the exam section everyday and inform the same to every student after their registration.
7. HoDs must allocate adequate staff (teaching & non teaching) to the registration area, canteen area and path leading from registration to exam halls and corridors to oversee the implementation of SOP during these days. HoDs have to be extra vigilant and take enough care to ensure the adherence of students and staff to the regulations laid down by the government and the university.
8. The faculty must not allow students of their departments to gather in large numbers and crowd in the premises of the college. Report any untowardly developments to the respective heads and get it solved.
9. The cooperation of all the staff in this regard is highly appreciated.



Principal

Copy to: 1. Dean (Research), 2. Dean (Administration).

CSE	CV	ECE	ISE	ME	MBA	MCA
-----	----	-----	-----	----	-----	-----

PHY	CHEM	MATHS	ENG	LIB	EXAM	NSS
-----	------	-------	-----	-----	------	-----

KAN	Placement	Accounts	Office	PED	Sys. Admin	Reg./PRO
-----	-----------	----------	--------	-----	------------	----------



Visvesvaraya Technological University

Belagavi – 590 018, Karnataka State, INDIA

Prof. Satish Annigeri Ph.D.

Phone : (0831) 2498131

Registrar (Evaluation)

Fax : (0831) 2498184

Ref. No.VTU/BGM/Reg(E)/PS/2020-2021/ 290 Date : 29.07.2020

NOTIFICATION

**Sub: Standard Operating Procedures for Conduct of Examinations
August/September 2020.**

Ref:

1. Annexure-I Standard Operating Procedure (SOP) for Conduct of Examinations F.No. 16-16/2020-U1A dated 6-7-2020 of UGC letter dated 8-7-2020
2. Government Order No. ED/197/UNE/2020 Bangalore dated 10-07-2020 from the Government of Karnataka.
1. COVID-19: Guidelines on disinfection of common public places including offices, Ministry of Health and Family Welfare, GoI, <https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
3. Regulation of movement of persons from other states to Karnataka, No. RD 158 TNR 2020 dated 6-7-2020, GoK, GoK, <https://covid19.karnataka.gov.in/storage/pdf-files/Government%20Orders/Order-Regulation%20of%20Movement%20of%20Persons%20from%20other%20States%20to%20Karnataka.pdf>

The Principals of Constituent, Affiliated and Autonomous Engineering Colleges are requested to adhere to the Standard Operating Procedures notified hereunder.

Guiding Principles

1. To ensure the safety and health of all stakeholders while conducting examinations.
2. The basic principles of social distancing must be observed at all times and locations.
3. Provide a safe and stress free environment for students to attend examinations in this difficult time of COVID-19 pandemic.

General Instructions

1. As per UGC letter cited in reference 1 above, "Hall Ticket and College ID cards by students and college ID cards carried by staff will be treated as a pass for the movement of students and staff in case there is a restriction on movements in certain areas." The same has been brought to the notice of the State Government and it is expected that there will be an instruction from the Government to all local authorities in this regard.

2. Students returning to colleges from outside Karnataka are required to follow 14 days of home quarantine. Colleges are informed to make arrangements in their hostels to accommodate all such students as the students may not be able to avail PG facility or private arrangements for their stay during the conduct of examinations.
3. Students returning to colleges from within Karnataka have no restriction on their movement or the need for quarantine. Colleges are informed to make arrangements in their hostels to accommodate all such students as the students may not be able to avail PG facility or private arrangements for their stay during the conduct of examinations.

Guidelines for Principals of Colleges

1. All colleges and institutions shall strictly abide by the instructions, guidelines and orders issued by UGC, Central and State Governments concerning the opening of educational institutions and safety and health.
2. All colleges shall unfailingly safeguard the interest of all stakeholders and give highest priority to health and safety of all the concerned by following the protocols for preventive measures.
3. All staff must be present throughout the conduct of examinations to facilitate the implementation of SOPs.
4. Colleges shall arrange for the presence of a doctor and adequate number of paramedical staff on the days of the examination with adequate arrangement made for an ambulance.
5. Principal of the college shall bear the overall responsibility for organising and implementing the SOPs during the examination. For this purpose, Principals are instructed to form a core "COVID-19 SOP Implementation Task Force" under the charge of a senior faculty member and adequate number of members to take care of different aspects of implementation and monitoring of SOPs.

Signages, Sanitary Facilities on Premises

1. Proper signages, symbols, posters etc. should be displayed at appropriate place to maintain social distancing.
2. Cleanliness and hygiene conditions as per safety and health advisories by the concerned government departments are to be maintained at all places.
3. All the trash bins should be cleaned.
4. Adequate arrangements for safe drinking water be made on the campus.
5. Adequate supply of water in wash rooms and for hand washing must be ensured.
6. Dustbins must be cleaned and covered properly.

Attendance Records of All Exam Functionaries

1. Record of all exam functionaries will be maintained in the system for future reference and traceability.
2. Record, including contact information, of all people involved in the examination process, including invigilators, exam functionaries, housekeeping, security and other support staff shall be maintained through manual/automated system for quick retrieval in case it is required to contact them.

Sanitisation of College Transportation Facilities

1. Proper sanitization of buses, other transport and official vehicles of the institutions must be ensured each day.
2. Proper sanitisation measures must be observed by the staff operating college buses.

Entry and Exit Monitoring and Social Distancing Measures

1. Proper signages, symbols, posters etc. should be displayed at appropriate places to maintain social distancing and avoid crowding at entry and exit points.
2. There should be proper markings with at least 2 metre distance where students stand while waiting for opening of the college gate. Exit of students should be permitted one by one.
3. Measures must be taken to maintain minimum distance of 2 m and avoiding crowding at critical points such as entrances, hand sanitiser stations, wash rooms etc.
4. Senior Staff should monitor the entry and exit. Thermal Screening of students, wearing of face mask, sanitizing of hands etc. shall be compulsory and colleges shall make proper arrangements to ensure the same at all times and locations.
5. Adequate arrangement of thermal scanners, sanitizers, facemasks, and hand gloves at all entry and exit points including the reception area. Wherever necessary, students should be given fresh face masks and hand gloves.
6. Arrangements must be made to ensure physical distancing at locations such as canteens, entrance lobbies, or other locations where students are likely to gather in large numbers.

Staff and Student Safety Measures

1. Thermo gun temperature check must be done at staff entrance point
2. If any staff or exam functionary fails to meet the thermo gun check, he/she shall be asked to leave the examination centre immediately.
3. Every exam functionary must wear face mask and hand gloves at all times. Fresh face mask and hand gloves must be used by exam functionaries and other staff.
4. Sanitizer bottles should be arranged at the entry gate, examination rooms, staff/control rooms etc. and should be regularly replenished.
5. Liquid hand wash bottles should be provided at all wash rooms and should be regularly replenished.

Sanitisation of Premises (See Annexure 1)

1. All washrooms should be cleaned and disinfected.
2. All door handles, staircase railing, lift buttons, etc. should be disinfected.
3. Wheelchairs, if present at the examination centres, should be disinfected.

Sanitisation Procedures at the End of Each Day

1. Used face masks and hand gloves should be disposed only in a pedal push covered bin placed at the Examination Centre and outside the examination room/hall and not in open bins.
2. Used face masks and hand gloves discarded at the examination centres or outside the examination centre in trash bin bags at suitable place and must be safely disposed of as per standard guidelines issued by health authority (See Reference 1).

Guidelines for Seating Arrangement and Sanitisation of Exam Halls

1. To ensure physical distancing, institutions should have adequate number of rooms and capacity to meet the proper seating arrangement for examination. Minimum distance between two students should be 2 metres.
2. Only one student must be seated per bench and positioning of benches must ensure the minimum distance of 2 metres between students.
3. The number of students per room/hall must be restricted to ensure this minimum physical distance between students.

4. Entire examination centre floors and walls, doors, gates, should be sprayed with disinfectant.
5. Candidate Seating Area should be thoroughly sanitized (desk and chair) after every session.
6. One hand sanitiser bottle must be provided in the charge of the Room Supervisor of each Exam Hall and it must be continuously replenished as required.

Guidelines for Examination Functionaries

1. The Invigilators, while on duty, should be continuously wearing face mask and hand gloves.
2. The students should be asked to sanitize their hands after signing the Attendance Sheet.
3. Students having symptoms of fever, cough and cold should be made to sit in a separate room.

Guidelines for Students

1. Students must report to college 1 hour 30 minutes before start of examination in order to facilitate thermo gun check, hand sanitisation and maintaining physical distancing.
2. Students must carry their Hall Ticket and College ID card at all times as it will additionally serve as a pass for movement in restricted areas.
3. Students must wear a fresh face mask and hand gloves at all times and locations.
4. Students must sanitise their hands at the time of entry and after signing the Attendance Sheet.
5. Students are permitted to carry their own hand sanitiser and water bottle into the exam hall, if they wish.
6. Students must not share anything with other students, such as water bottle, hand sanitiser, calculator, drawing instruments etc.
7. Students must strictly maintain social distancing at all times and locations and avoid gathering in a crowd.
8. If a student has symptoms of fever, cough and/or cold, they must request the college one day in advance, to seat you in a separate room. This will ensure the safety of your fellow students and staff.
9. Enter and exit college premises and exam hall in an orderly fashion and maintain adequate physical distance at all times. Do not crowd or gather in large numbers.

Guidelines for Conducting Exams Separately for Students with Fever, Cough and/or Cold

1. Colleges must identify at least 4 exam halls to accommodate students who may turn up for the exam with fever, cough and/or cold.
2. Students with fever, cough and/or cold must inform the college at least 1 day in advance so that arrangements to seat them in a separate room can be made.
3. Students seated in separate rooms must be seated at a minimum physical distance of 4 metres from each other.
4. Exam functionaries taking up duty in such separate rooms must wear face mask, hand gloves and face shields at all times. They must sanitise their hands at frequent intervals.
5. Such separate rooms must be disinfected thoroughly after each session and should be sealed and not used for at least 24 hours.

Handling Exceptions

1. Any staff found to have fever, cough and/or cold must immediately leave the college premises and asked to report to a fever clinic or seek medical advice.
2. Any student found to have fever, cough and/or cold must be seated in a room separate from other students.
3. If any student happens to come to college without face mask or hand gloves, they must be provided with a fresh face mask and hand gloves.

Annexure 1 – Guidelines for Preparation and Use of 1% Sodium Hypochlorite Solution

1. Surfaces to be disinfected must first be cleaned with a cloth to remove dirt and dust and then sprayed with 1% Sodium Hypochlorite solution disinfectant prepared as described below.
2. All surfaces, such as tables, door handles, benches, chair handles, telephones, switches, lift buttons, computer systems, keyboards and any other surface that is likely to be frequently touched by multiple people shall be wiped with clean cloth dipped 1% Sodium Hypochlorite solution and air dried for 1 hour before exams.
3. Staff entrusted with disinfecting exam halls must wear face mask, hand gloves, face shield and preferably PPE.

Guidelines for Preparation of 1% sodium hypochlorite solution (Reference 1)

Product	Available Chlorine	1 Percent Hypochlorite Solution
Sodium Hypochlorite – Liquid Bleach	3.5%	1 part bleach to 2.5 parts water
Sodium Hypochlorite – Liquid	5%	1 part bleach to 4 parts water
NaDCC (Sodium Dichloro Isocyanurate) Powder	60%	17 grams to 1 litre water
NaDCC (1.5g/tablet) – Tablets	60%	11 tablets to 1 litre of water
Chloramine – Powder	25%	80 grams to 1 litre of water
Bleaching Powder	70%	7 grams to 1 litre of water
Any other	–	As per manufacturer's instructions

The Principals of constituent, affiliated and autonomous engineering colleges are requested to bring the contents of this circular to the notice of all the concerned.

Sd/-

REGISTRAR (EVALUATION)

To, The Principals of Constituent, Affiliated and Autonomous Engineering colleges

Copy FWC's to:

1. Hon'ble Vice-Chancellor through the Sec. to VC, VTU Belagavi, for kind information.
2. The Registrar, VTU Belagavi, for information.
3. The Finance Officer, VTU Belagavi, for information.
4. The Incharge Regional Directors of VTU Regional Offices, for information & needful.

 29/7/2020

REGISTRAR (EVALUATION)